



LMC Meeting Notes
May 14, 2008

In Attendance:

Byron Drake, Jeff Howe, Robin Miotke, Kathy Reeves, Kathy Hendricks, Chris Vance, Mark Pullium, Brad Hall, Jill Kinyon, MA McCrackin

Arrived Later: Shelley Hiniker

Recorder: Whitney Nunnally

Unable to Attend:

Mary Kamensky

Sara Drake

Lynn Stocking

Agenda Item 1 – Review and approve 04/02/08 meeting notes.

Vote – all in agreement to approve notes. Approved.

Agenda Item 2

- LMC Meeting Schedule – The UC Alumni Board Room is reserved through December 2008. Kathy R. will reserve through June 2009.
- Web page mock up – Not fully developed but it is a good start.
 - o Discussion on whether or not to post agendas and meeting notes. It was agreed that agendas should be posted so the campus community is informed on the topics up for discussion at monthly meetings. Meeting notes would not be posted until approved by the committee.
 - o Discussed having LMC members' photos on the website.
Vote – all in agreement to post photos on webpage and include member name, email, department, LMC designation and title. Approved.
Next step is to contact Todd Goodrich to take photos
Vote – all in agreement to have Robin maintain webpage. Approved.
Email contact information to Robin. Member Email addresses will be listed on webpage by personal preference.
 - o LMC Contact email link on webpage. Emails will be directed to LMC Chairs. Chairs will add any communications as standing item on agenda. This will facilitate the communication between LMC and non-members.
Vote – all in agreement. Approved.
 - o LMC accomplishments: include information about LMC successfully supporting staff involvement in the campus student recruitment and retention initiative. Kathy R. and Kathy H. will write up a brief description to post on webpage and email it to committee.
Vote – all in agreement. Approved.

- Recruitment and Retention Data – Sara and Shelley still working on. They will have better raw data for next meeting.
- Survey Tool Research – Copyright issues. So far no word on using statements or what needs to be done with regards to copyright issue.
- Recruitment and Retention Discussion – Performance Evaluations
 - o Training for supervisors on completing performance evaluations is available but not well attended. Some departments require supervisors to attend training but it is not consistent throughout campus. There was discussion on management and supervisors perspectives; all agreed that training is important and very necessary. Timing of training also agreed to be an important issue.
 - o Discussion on how LMC can move these concerns forward. Subcommittee formed including: MA, Chris and Shelley to develop and bring ideas and initial brainstorming list to the committee and lead discussion with regards to this issue.